

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives
Interim Vice President, Academic
August 1, 2016 to September 30, 2016

1) Travel expenses

* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

** "Incidentals" includes registration fees, telephone calls, internet charges, etc

*** "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Jul 21, 2016	Athabasca	Business Meeting	-	-	-	-	42.87	-	42.87
Jul 24 - 25, 2016	Edmonton	Business Meeting	153.60	174.02	15.00	-	-	-	342.62
Jul 27 - 29, 2016	Edmonton	Business Meeting	153.60	348.04	40.00	-	-	-	541.64
Sep 12, 2016	Edmonton	Business Meeting	153.60	-	15.00	-	-	-	168.60
July 21, 2016	Edmonton	Hotel Credit	-	(157.18)	-	-	-	-	(157.18)
			\$ 460.80	\$ 364.88	\$ 70.00	\$ -	\$ 42.87	\$ -	\$ 938.55

Receipts for the respective expenses are attached. The balance represents per diem payments that are not receipted.
Please refer to the "Travel and Expense Claim Policy" for per diem rates. <http://ous.athabasca.ca/policy/finance/travelexpenseclaimpolicy.htm>

49TH STREET GRILL
 4901 49 ST
 ATHABASCA AB

CARD *****6766
 CARD TYPE VISA
 DATE 2016/07/21
 TIME 6470 13:11:59
 RECEIPT NUMBER
 C84118624-001-106-008-0

PURCHASE
 AMOUNT \$37.28
 TIP \$5.59 ✓
 TOTAL

\$42.87

VISA
 A0000000031010
 4D2824BE3EA21363
 0080008000-E800
 B381B49D193830E7
 0080008000-F800

APPROVED

AUTH# 047838 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

DATE	SERVER	TABLE NO.	PERSONS	CHECK NO.
	Kathy	84		44593
FOOD				AMOUNT
	S-Sicilian			16.00
	Letman wrap			13.00
	N Ques / Toss			13.00

BEVERAGE	
I Tea	3.50

GUEST RECEIPT
49th Street Grill
 4901 - 49 Street
 Athabasca, AB T9S 1C5
 GST# 889187225 RT0001

44593

DATE	
	20
\$	



Mrs Cindy Ives

Athabasca AB
Canada

Room Number: 0309
Arrival Date: 07-24-16
Departure Date: 07-25-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

RECEIVED
JUL 26 2016
FINANCE

07-25-16

Date	Description	Charges	Credits
07-24-16	Room Revenue	155.00	
07-24-16	Destination Marketing Fee - 3%	4.65	
07-24-16	Tourism Levy - 4%	6.39	
07-24-16	Room GST - 5%	7.98	
07-25-16	Visa	XXXXXX	174.02
Total		174.02	174.02
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT 0008



Mrs Cindy Ives

Athabasca AB
Canada

Room Number: 1401
Arrival Date: 07-27-16
Departure Date: 07-29-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

RECEIVED
AUG 09 2016
FINANCE

08-08-16

Date	Description	Charges	Credits
07-27-16	Room Revenue	155.00	
07-27-16	Destination Marketing Fee - 3%	4.65	
07-27-16	Tourism Levy - 4%	6.39	
07-27-16	Room GST - 5%	7.98	
07-28-16	Room Revenue	155.00	
07-28-16	Destination Marketing Fee - 3%	4.65	
07-28-16	Tourism Levy - 4%	6.39	
07-28-16	Room GST - 5%	7.98	
07-29-16	Visa		348.04
Total		348.04	348.04
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT 0008